



ALABAMA DEPARTMENT OF TRANSPORTATION

Bureau of County Transportation

1409 Coliseum Blvd., Montgomery, Alabama 36110-2060

Phone: (334) 242-6206 FAX: (334) 353-6530

Internet: <http://www.dot.state.al.us>



Bob Riley
Governor

Joe McInnes
Transportation Director

September 2, 2009

MEMORANDUM 2009-19

TO: County Engineers

CC: Division Engineers
Division County Transportation Engineers

FROM:

D.E. (Ed) Phillips, Jr., State County Transportation Engineer

RE: Reporting Requirements for ARRA Funded Projects

There have been several questions in regards to the reporting requirements for American Recovery and Reinvestment Act (ARRA) funded projects. This memo is being issued in order to address these questions.

All phases of work in which ARRA funds are expended are required to be reported. The ALDOT ARRA website: <http://www.dot.state.al.us/stimulus2009/>, has links which detail reporting requirements, as well as blank forms and example forms filled out in order to help expedite the process.

All preliminary engineering, construction and CE&I work must be submitted by the 10th of each month. Each county should coordinate with your Division County Transportation Engineer on the submittal process. If the division prefers, you can mail or email them directly to the ALDOT Central Office at the following address:

Mr. Ronald L. Baldwin, P.E., State Office Engineer

1409 Coliseum Blvd. Room E-101

Montgomery, AL 36110-2060

baldwinr@dot.state.al.us

ARRA reporting requirements include eligible county personnel and/or consultant personnel working for the county. Also, as detailed in the construction agreement, the county is responsible for submitting all contractor and sub-contractor reports. The county should obtain Form 1589 filled out by the contractor, and all subcontractors, and have Form 1589 filled out for all eligible county personnel and/or consultant personnel.

The contractor's information should be submitted in conjunction with the forms for eligible county personnel and/or consultant personnel. Each county will need a DUNS number for reporting requirements. If your county doesn't have a DUNS number, go to www.dnb.com in order to obtain one.

A blank copy and example copy of Form 1589 are attached for your information. Please ensure that your division and this office receive a copy of the information as well.

Please feel free to contact me should you have any questions or comments concerning this matter.

DEP:ENA
Attachments

C: Mr. Joe McInnes, Transportation Director
Mr. D.W. Vaughn, Chief Engineer/Deputy Director
Mr. Don T. Arkle, Assistant Chief Engineer, Policy & Planning
Mr. Ronald L. Baldwin, State Office Engineer
FHWA

**MONTHLY EMPLOYMENT REPORT
AMERICAN RECOVERY AND REINVESTMENT ACT**

1. Report Month: (mm/yyyy)	2. Contracting Agency ALABAMA DEPARTMENT OF TRANSPORTATION	
3. Federal-Aid Project Number	4. State Project Number or ID Number	5. Project Location: State, County or Federal Region
6. CONTRACTOR NAME AND ADDRESS Name: Address: City: State: Zip:		
7. Contractor DUNS Number:		

8. Employment Data			
	EMPLOYEES	HOURS	PAYROLL
Prime Contractor Direct, On-Project Jobs (see guidance for definitions)			
Subcontractor Direct, On-Project Jobs			
Subcontractor Name			
Prime and Subcontractor Totals	0	0	0.00

9. PREPARED BY CEO or Payroll Official:	DATE:
Name:	
Title:	

**MONTHLY EMPLOYMENT REPORT
AMERICAN RECOVERY AND REINVESTMENT ACT**

1. Report Month: (mm/yyyy) 07/2009	2. Contracting Agency ALABAMA DEPARTMENT OF TRANSPORTATION	
3. Federal-Aid Project Number 1234567	4. State Project Number or ID Number STMAA-1234(567)	5. Project Location: State, County or Federal Region Elmore, Alabama
6. CONTRACTOR NAME AND ADDRESS Name: L & R Prime Contractor Address: 1222 State Street City: Wetumpka Zip: 36092 State: Alabama		
7. Contractor DUNS Number:		426114-50

8. Employment Data

	EMPLOYEES	HOURS	PAYROLL
Prime Contractor Direct, On-Project Jobs (see guidance for definitions)	13	353.5	\$4,788.12
Subcontractor Direct, On-Project Jobs			
Subcontractor Name			
R & B SUBCONTRACTOR INC	3	26.0	1,896.48
J & C SUBCONTRACTOR LLC	2	22.0	245.99
Prime and Subcontractor Totals	18	401.5	6,930.59

E X A M P L E

9. PREPARED BY CEO or Payroll Official:	DATE:
Name: SUPER CONTRACTOR Title: CEO	8/19/2009